

Tasking Memorandum No. 00-142

Memorandum For Commanders, Defense Contract Management District East,
West, and International

Subject: Official Representation Funds (ORF) Request

Date: February 28, 2000

Suspense Date: March 10, 2000 – FY00 and 01
July 1, 2000 – FY02 and 03

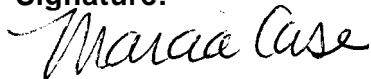
Target Audience: Directors, Planning and Resource Management Directorates

Requirement(s):

- Identify POC for ORF to submit projections to DCMC-BA
- Provide projections for FY01, FY02 and FY03
- See attached Memorandum from FOB dated 2/2/00

Point of Contact for Further Information: Peggy Keane, DCMC-BA, 703-767-2457, or DSN
427-2457 pkeane@dcmchq.dla.mil

Signature:



MARCIA CASE

Director

Resource and Operational Management



DEFENSE LOGISTICS AGENCY
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N REPLY
REFER TO FOB

FEB 2 2000

MEMORANDUM FOR COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES
ATTN: Directors, Resource Management

SUBJECT: Official Representation Funds (ORF) Requests

Over the past year requests for the Official Representation Funds (ORF) have rapidly increased. To ensure all requests are processed in a timely manner, the following procedures are established. If you should have any questions please call the DLA ORF budget contact, Cindy Porch, (703) 767-7280 or DSN 427-7280.

MICHAEL F. MILLER
Chief, Program/Budget **Group**
Office of Comptroller

Attachments:

1. ORF Guidelines
2. DoD Directive 7250.13
(Official Representation Funds)



Official Representation Funds (ORF) Guidelines

I: Request each activity provide an ORF point of contact (POC) to FOB by February 25, 2000. Identified POCs should submit FY 00/01 ORF projections by March 17, 2000. For the FY 02 Budget Estimate Submission (BES) and beyond, these requirements will be due annually to this office no later than July 15th. The Defense Contract Management Districts should send responses to DCMC-BA.

II: Requests must be received 45 days prior to the event. The requesting activity shall provide a courtesy copy to their business office POC.

III: The ORF POC needs to review all requests to ensure the requests meet the following requirements:

A. Guest List criteria: For events less than 30 people, a minimum of 20% should be non-DoD guests. For events greater than 30 people, a minimum of 50% should be non-DoD guests.

- Non-DoD Guests are defined as employees from:
Civilian agencies (i.e. Treasury, OPM),
Congressional Staff, or Foreign Dignitaries
- DoD Guests are defined as employees of:
Military Services
Civilian DoD employees
Retired military

Costs for spouses of Civilian and Military employees/retirees are only covered costs when foreign dignitaries' spouses are present.

** You need to ensure the guest list is as realistic as possible. An actual guest list is required after the event for review to ensure the proper ratio was met. **

B. Actual costs related to ORF:

- ORF covers the entertainment portion of the event.
- costs, such as conference fees, transportation, and per diem shall be charged to your normal appropriation.
- Closing, disestablishing, and opening ceremonies relating to BRAC are to follow the ORF guidelines.

C. All costs associated with the event must be approved prior to the event. No after-the-fact, unapproved expenditures are authorized.

D. Reporting requirements to HQ DLA (FO): Each activity is **required** to provide the following information within **2** months of the event:

- Copy of the 1034 paid voucher (not required if credit card was used)
- Copy of the actual guest list
- Copy of vendor bills

It is imperative that FOB receives these documents in a timely manner. Without them we cannot adequately determine the financial status of the ORF account.